GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Revenue Department – Right to Information Act 2005 (Central Act No.22 of 2005) –Publication of Information under Section 4(1) (b) of the Right to Information Act, 2005 -Revised Information – Published - Orders – Issued.

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REVENUE (OP.I) DEPARTMENT

G.O.RT.No. 1316 Dated: 18-11-2019

Read the following:

1. Circular Memo.No.30742/RTIA/GPM&AR/2013, Dated: 30.09.2013.
2. G.O.Rt.No.1477, Revenue (OP.I) Dept., Dated. 25.10.2018.

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O R D E R:

Whereas Section 4(1) (b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, and in continuation of the orders issued in the reference 2nd read above revised information in respect of Revenue Department is herewith published as noted in the Annexures to this order.

3. Copy of this order is available on Internet and can be accessed at address http://www.goir.ap.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. USHARANI, IAS
SECRETARY TO GOVERNMENT

To
The P.S. to Secretary to Government, (Land & Endowments)
The P.S. to Special Chief Secretary to Government (CT, Excise, Registration & Stamps)
All officers in Revenue Departments
All Sections in Revenue Departments
Copy to:-
The Spl.Chief Secretary & Chief Commissioner of Land Administration, Gollapudi, Vijayawada
The Hon'ble Chief Information Commissioner, AP Information Commission, HACA Bhavan, Hyderabad.
The Joint Secretary to Government (AR & T-II), Training & Coordination, Genral Administration Department,
All Head of the Departments under the control of Revenue Department,
All District Collectors,
The General Administration (GPM&AR) Department,
The P.S to concerned Ministers in Revenue Department,
The G.A (I&PR.II) Department
The Revenue (IOC) Department,
SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

INFORMATION MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005

(Updated as on 18.11.2019).

REVENUE DEPARTMENT

GOVERNMENT OF ANDHRA PRADESH

REVENUE DEPARTMENT

INFORMATION HAND BOOK (Updated upto 18.11.2019)

Sl.No.	Item
Chapter - 1	Introduction
Chapter - 2	Particulars of Organization, Functions & Duties
Chapter – 3	Powers & Duties of the Officers & the employees
Chapter - 4	Procedure followed in decision making process
Chapter - 5	Norms set for the Discharge of Functions
Chapter - 6	Rules, Regulations, instructions, Manual & Records for discharging functions
Chapter – 7	Categories of Documents held by the Public Authority under its Control
Chapter - 8	Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof
Chapter – 9	Boards, Councils, Committees & other bodies constituted as part of public authority
Chapter -10	Directory of officers & employees
Chapter -11	Monthly remuneration received by officers & employees
Chapter -12	Budget allocation & proposed expenditure & Disbursement particulars
Chapter -13	Manner of execution of subsidy programmes
Chapter -14	Information available in electronic form
Chapter -15	Particulars of facilities available to citizens for obtaining information
Chapter -16	OTHER INFORMATION
Chapter -17	subjects of the Departments have been allotted to the sections of the Departments

CHAPTER 1
INTRODUCTION

GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT

Organization:

The Revenue Department is a unit in the Andhra Pradesh Secretariat Organisation in the Andhra Pradesh Government. The Revenue Department is headed by 2 Special Chief Secretaries. The Department overseas/supervises the functions relating to the matters of Government Lands, Excise, Commercial Tax, Registrations, Survey and Settlements, Endowments etc., in the State of Andhra Pradesh. The organogram of the Department is shown in the Annexure.

Objective:

The Revenue Department is an integral part of Government of Andhra Pradesh and administers matter pertaining to Government Lands, Excise, Commercial Tax, Registrations, Survey and Settlements etc., within the jurisdiction of State of Andhra Pradesh. The Key of Objective behind publication of this information manual is to enable the public to understand the role played by the Department in the general administration of Government of Andhra Pradesh. As prescribed under section 4(1)(b) of the Act, the Revenue Department being the public authority, hereby publishes the prescribed information relating to constitution, functioning of the department. The matter contained in this manual is meant for information of general public. Apart from these, the citizens are entitled under the Act, to obtain information required from the Department. Procedure for obtaining information from the Department prescribed in the following the paragraphs.

Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4 (1) (b) of the RTI Act, 2005 the Manual information handbook is prepared for the use of public.

Intended users of the information handbook:

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

Organization of Information:

The information pertaining to organization and functioning of the Department. If any person is desirous of obtaining any other information, he shall

make an information request to the PIO. The applicant is required to comply with the following conditions:

The applicant shall be a citizen of India

- As proof of citizenship, any one of the following
- Documents may be attached to the information request.
    - Ration Card
    - PAN card
    - Driving license
    - Electricity bill/Telephone Bill / House Tax Bill / Property Tax Bill
    - Passport document
- The information request shall be made in writing
- The request can also be addressed in electronic format to PIO at the email address mentioned. The information request can be in one of the following three languages
    - Telugu
    - Hindi
    - English
- Applicant shall pay the prescribed fee (which will notified shortly)
- Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. For claiming from payment of fee under BPL category, the applicant shall attach one of the following documents as proof his belonging to BPL category-Ration card. The request for information will be generally processed within the time period mentioned under the Act.

The Rules, Instructions, Documents, Manuals, Acts & Policies of the this Department referred at different instances are available in the office of the Revenue Department and some of them are also available as a link in the Web site www.aponline.gov.in.

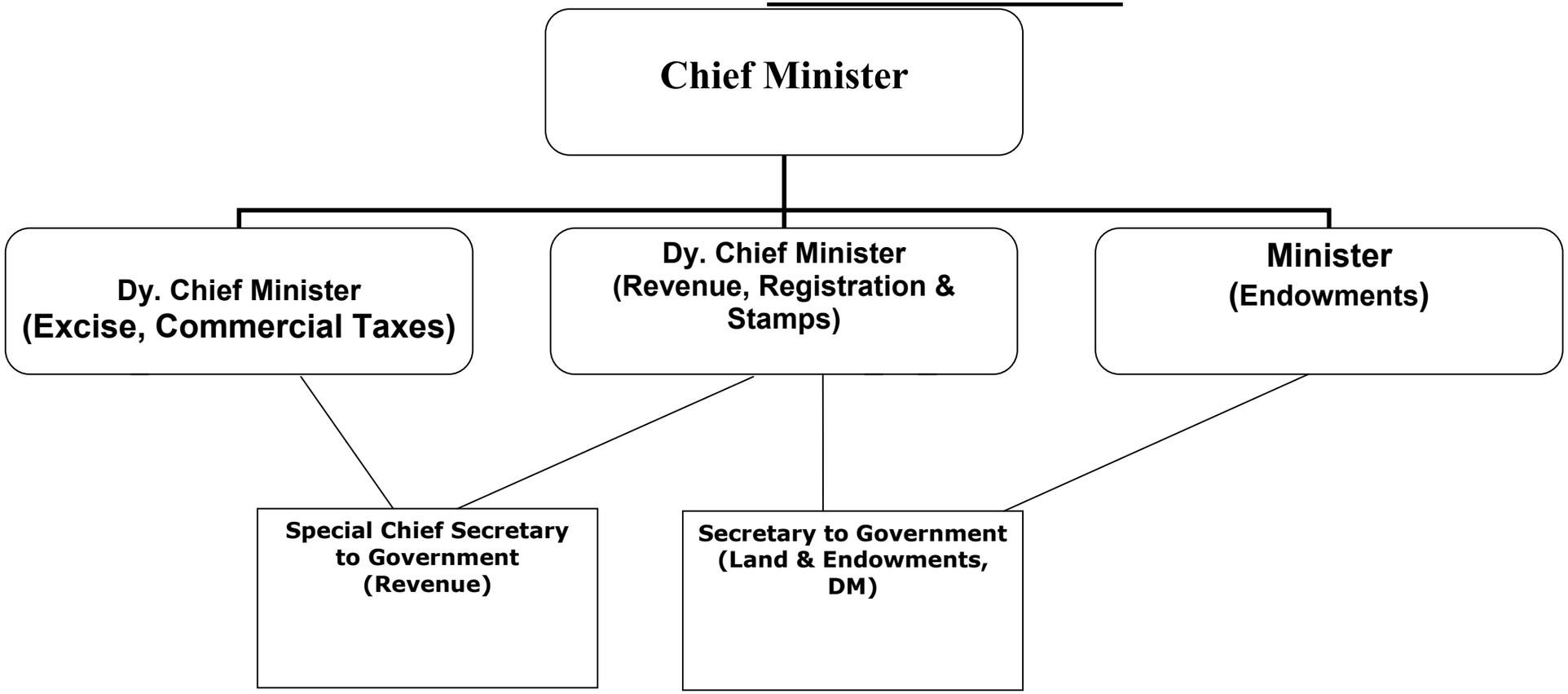
More information can be had from the concerned wing Officers or the State Public Information Officer/Asst Public Information Officer of the Department at free of cost or by paying the prescribed fee if any.

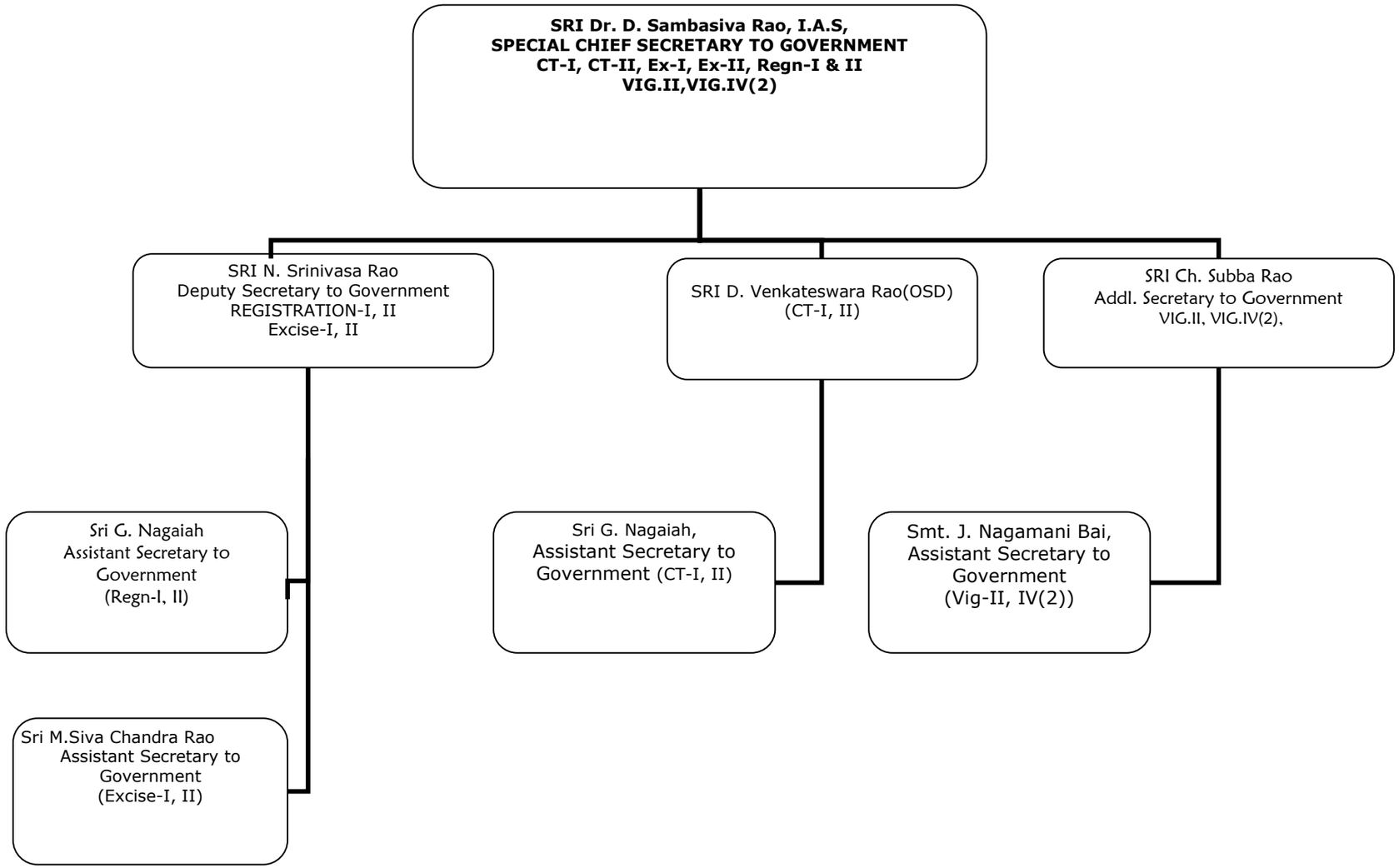
CHAPTER 2

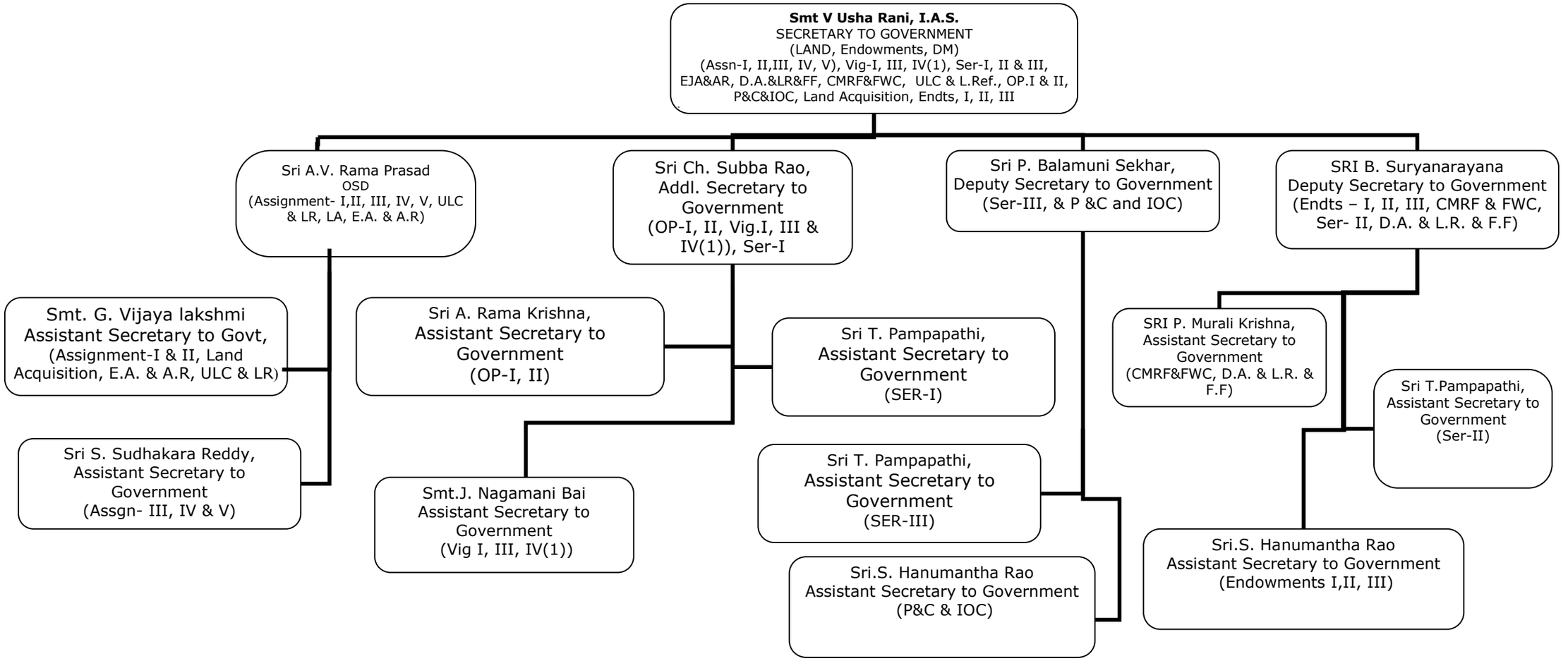
Organization, functions and duties:
[Section 4(1)(b)(i)]

Sl. No	Name of the Organization	Address	Functions	Duties
1	Revenue Department	4th Building Ground floor Hall No: 137 A.P.Secretariat Velagapudi-522237.	The business transacted by the Department is as specified in the Ist Schedule under rule 4 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

ORGANOGRAM


Chief Minister
Dy. Chief Minister
(Excise, Commercial Taxes)
Dy. Chief Minister
(Revenue, Registration & Stamps)
Minister
(Endowments)
Special Chief Secretary to Government
(Revenue)
Secretary to Government
(Land & Endowments, DM)


SRI Dr. D. Sambasiva Rao, I.A.S,
SPECIAL CHIEF SECRETARY TO GOVERNMENT
CT-I, CT-II, Ex-I, Ex-II, Regn-I & II
VIG.II,VIG.IV(2)
SRI N. Srinivasa Rao
Deputy Secretary to Government
REGISTRATION-I, II
Excise-I, II
SRI D. Venkateswara Rao(OSD)
(CT-I, II)
SRI Ch. Subba Rao
Addl. Secretary to Government
VIG.II, VIG.IV(2),
Sri G. Nagaiah
Assistant Secretary to
Government
(Regn-I, II)
Sri M.Siva Chandra Rao
Assistant Secretary to
Government
(Excise-I, II)
Sri G. Nagaiah,
Assistant Secretary to
Government (CT-I, II)
Smt. J. Nagamani Bai,
Assistant Secretary to
Government
(Vig-II, IV(2))


Smt V Usha Rani, I.A.S.
SECRETARY TO GOVERNMENT
(LAND, Endowments, DM)
(Assn-I, II,III, IV, V), Vig-I, III, IV(1), Ser-I, II & III,
EJA&AR, D.A.&LR&FF, CMRF&FWC, ULC & L.Ref., OP.I & II,
P&C&IOC, Land Acquisition, Endts, I, II, III
Sri A.V. Rama Prasad
OSD
(Assignment- I,II, III, IV, V, ULC & LR, LA, E.A. & A.R)
Sri Ch. Subba Rao,
Addl. Secretary to Government
(OP-I, II, Vig.I, III & IV(1)), Ser-I
Sri P. Balamuni Sekhar,
Deputy Secretary to Government
(Ser-III, & P &C and IOC)
SRI B. Suryanarayana
Deputy Secretary to Government
(Endts – I, II, III, CMRF & FWC, Ser- II, D.A. & L.R. & F.F)
Smt. G. Vijaya lakshmi
Assistant Secretary to Govt,
(Assignment-I & II, Land Acquisition, E.A. & A.R, ULC & LR)
Sri A. Rama Krishna,
Assistant Secretary to Government
(OP-I, II)
Sri T. Pampapathi,
Assistant Secretary to Government
(SER-I)
SRI P. Murali Krishna,
Assistant Secretary to Government
(CMRF&FWC, D.A. & L.R. & F.F)
Sri T.Pampapathi,
Assistant Secretary to Government
(Ser-II)
Sri S. Sudhakara Reddy,
Assistant Secretary to Government
(Assgn- III, IV & V)
Smt.J. Nagamani Bai
Assistant Secretary to Government
(Vig I, III, IV(1))
Sri T. Pampapathi,
Assistant Secretary to Government
(SER-III)
Sri.S. Hanumantha Rao
Assistant Secretary to Government
(P&C & IOC)
Sri.S. Hanumantha Rao
Assistant Secretary to Government
(Endowments I,II, III)

CHAPTER 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
1.	Sri Dr. D. Sambasiva Rao, I.A.S.	Special Cheif Secretary to Government (Revenue)	(1)Commercial Taxes-I (2) Commercial Taxes -II (3) Excise-I (4) Excise-II (5) Registration-I (6) Registration -II (7) Vigilance-II (8) Vigilance-IV(2)	He is official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction of Business in the Department. He exercise general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take steps for the prompt dispatch of Business in the Department. One or more Additional Secretary/ Joint Secretary/Deputy Secretary/ Assistant Secretaries of Government usually assist the Spl.C.S/ Principal Secretary to Government.	As envisaged in Business Rules and Secretariat Office Mannual
2.	Sri V. Usha Rani, I.A.S.	Secretary to Government (Land)	(1) Assignment-I (2) Assignment-II (3) Assignment-III (4) Assignment-IV (5) Assignment-V (6) Vigilance-I (7) Vigilance-III (8) Services-I (9) Services-II (10) Services-III (11) Estate (Jagir) Admn. & Act & Rules (12) District Administration & Land Revenue & Freedom Fighter (13) Chief Minister Relief Fund (14) Urban Land Ceiling & Land Reforms (15) P&C and IOC (16) Land Acquisition (17) Office Procedure-I (18) Office Procedure –II (19) Endowments-I (20) Endowments- II (21) Endowments-III (22) Vigilance-IV (1)		

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
3.	Sri A.V. Rama Prasad, O.S.D.	Officer on Special Duty	(1) Assignment-I (2) Assignment-II (3) Assignment-III (4) Assignment-IV (5) Assignment-V (6) Urban Land Ceiling and Land Reforms (7) Land Acquisition (8) Estate (Jagir) Administration and Act & Rules		
4.	Sri Ch. Subba Rao,	Additional Secretary to Government	(1) Office Procedure-I (2) Office Procedure –II (3) Vigilance-I (4) Vigilance -II (5) Vigilance -III (6) Vigilance –IV (7) Services - I	The Joint Secretary to Government/Deputy Secretary to Government occupies a position almost identical with that of Principal Secretary / Secretary to Government in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. He exercises also the functions of an Additional Secretary to Government. The Principal Secretary/Secretary to Government remains responsible for the subjects allotted to the Additional Secretary to Government/Joint Secretary to Government/Deputy Secretary to Government in the Department.	As envisaged in Business Rules and Secretariat Office Mannual
5.	Sri B. Suryanarayana	Deputy Secretary to Government	(1) Endowments-I (2) Endowments-II (3) Endowments-III (4) CMRF & FWC (5) Services – II (6) District Administration & Land Revenue & Freedom Fighter		
6.	Sri. N. Srinivasa Rao	Deputy Secretary to Government	(1) Excise-I (2) Excise-II (3) Registration -I (4) Registration - II		
7.	Sri P. Balamuni Sekhar	Deputy Secretary to Government	(1) Services - III (2) P&C and IOC		
8.	Sri D. Venkateswara Rao	Officer on Special Duty	1. Commercial Taxes-I 2. Commercial Taxes-II		
9	Sri S.Hanumantha Rao Srinivas	Assistant Secretary to Government	1. Endowments-I 2. Endowments-II 3. Endowments-III 4. P&C and IOC	The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining discipline in the Sections.	
10	Sri T. Pampapathi	Assistant Secretary to Government	1. Services-I 2. Services –II 3. Services-III		

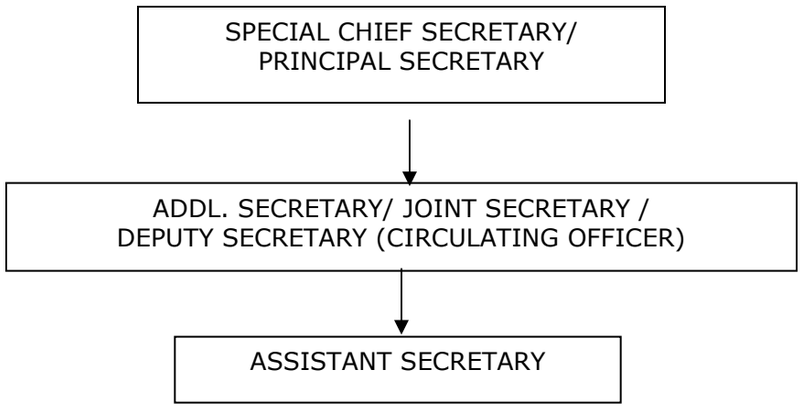
S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
11	Smt. J. Nagamani Bai	Assistant Secretary to Government	1. Vigilance-I 2. Vigilance -II 3. Vigilance –III 4. Vigilance-IV		
12	Sri G. Nagaiah	Assistant Secretary to Government	1. Commercial Taxes-I 2. Commercial Taxes-II 3. Registration-I 4. Registration-II		
13	Sri M.Siva Chandra Rao	Assistant Secretary to Government	1. Excise-I 2. Excise-II		
14	Sri A.Rama Krishna	Assistant Secretary to Government	1. Office Procedure-I 2. Office Procedure -II		
15	Smt. G. Vijaya Lakshmi	Dy.Collector & Assistant Secretary to Government	1. Assignment-I 2. Assignment-II 3. Land Acquisition 4. Urban Land Ceiling & Land Reforms 5. Estate (Jagir) Administration & Act and Rules, ROR including Land Records/ NLRMP (DILRMP) Items related to Bhudhar (Bhuseva)		
16	Sri P. Murali Krishna	Asst.Secretary to Government	1. CMRF & FWC 2. District Administration & Land Revenue & Freedom Fighters		
17	Sri S. Sudhakara Reddy	Asst.Secretary to Government	1. Assignment-III 2. Assignment-IV 3. Assignment-V		
18	Section Officers	-	-	The Section Officer is in-charge of a Section in the Department. Assistant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is	

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
				not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature maintain a discipline in his Sections.	
19	Assistant Section Officers	-	-	The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section dealing with cases relating to his Section. He is expected to do work of a routing and mechanical nature such as maintaining prescribed Registers, typing drafts, fair copying dispatching and indexing.	

Chapter 4

Procedure followed in Decision making process
[Section 4(1) (b) (iii)]

The procedure involved in Decision making is by way of consulting the specialized Departments in that field like Finance, Public Enterprises, Law & GAD etc., circulate the files to the Ministers concerned through Chief Secretary wherever necessary. The business has to be disposed by the Spl. Chief Secretary/Secretary on all the matters based on the delegation of powers for such disposal and following the AP Government Business Rules and Secretariat instructions.



Chapter 5

Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Sl.No.	Function / Service	
I	The norms for the discharge of functions of each department are also defined in both Secretariat Office Manual and Business Rules.	
II.	The usual office hours are from 10.00. AM to 5.30 PM.	
III.	The Service delivery time frame for the services rendered by the Department are given below :-	
	Norms/ Standard of performance set	**Time Frame**
1.	Routine matters	3 DAYS
2.	Other than routine matters	10 DAYS (Ex: Policy decision files)
3.	Reference / Letters from Other Departments	3 DAYS (Ex. U.O. Note and Files)
4.	Other than Routine matters	7 DAYS (Ex. Policy Decision files)

Chapter-6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1) (b) (v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
	The rules, regulations, instructions, manuals and records, pertains to Revenue Department are available in website and publications:	As per prices prescribed by Law Publico, Hyd and other major publishers and also available in the link websites are given below:	
1.	The Notaries Act, 1952 (Act No. LIII of 1952).		
2.	The Andhra Pradesh Chit Funds Act, 1971 (Act No. 9 of 1971)		www.registration.ap.gov.in/
3.	The Registration Act, 1908 (Act 16 of 1908)		http://www.apbcl.gov.in/
4.	A.P (TA) Enams Abolition Act 1955-		
5.	(AA) Enam Abolition Act, 1956-		
6.	A.P Muttas Abolition, Regulation 1969.		
7.	Land Transfers regulations 1959.		
8.	The A.P. Entertainments Tax Act, 1939		www.apcommercialtaxes.gov.in
9.	The A.P. Tax on profession Act, 1987		www.apcommercialtaxes.gov.in
10.	Indian Stamps Act, 1899 and Registration Act, 1908		www.registration.ap.gov.in/
11.	A.P. Dist. Formation Act, 1974		www.apland.ap.nic.in
12.	Implementation of A.P. Tahsildars and Dy. Tahsildars (Construction of reference) Act, 1985.		
13.	APGST Act, 1957.		www.apcommercialtaxes.gov.in
14.	Matters under U.L. (C&R) Act 1976.		www.apland.ap.nic.in
15.	A.P. Value added Tax Act 2005.		
16.	A.P. Land Reforms (Ceiling on Agricultural Holdings) Act, 1973		www.apland.ap.nic.in
17.	A.P. Agricultural Land (Conversion for Non Agricultural purposes) Act, 2006 (Act NO. 3 of 2006)		www.apland.ap.nic.in
18.	A.P. Water Tax Act, 1988 (Act NO. 11 of 1988)		www.apland.ap.nic.in
19.	A.P. Revenue Recovery Act, 1864		www.apland.ap.nic.in
20.	A.P Excise Act, 1968		
21.	A.P Intoxicating Liquor (Prohibition of Advertisement) Act, 1978.		
22.	The Narcotic Drugs & Psychotropic Substances Act, 1985.		
23.	The Andhra Pradesh Charitable and Hindu Religious institutions and Endowments Act, 1987 and Rules made thereunder		http://www.apendowments.com/
24.	Rules under the Andhra Pradesh Excise Act, 1968.		
25.	A.P (Regularization of wholesale and Distribution of Indian Liquor, foreign Liquor, Wine and Beer) Rules, 1993		
26.	A.P Excise (Lease of Right to Sell Indian Liquor and Foreign liquor in Retail) Rules 1993.		
27.	A.P Excise (Indian and Foreign Liquor Retail Sale Conditions of Licenses) Rules 1993.		http://www.apbcl.gov.in/
28.	A.P Excise (Lease of Right to Sell Indian Liquor and Foreign liquor and Beer in Retail under IL-24 license) Rules, 1998		
29.	A.P Excise (Lease of Right to Sell Liquor in Retail) Rule, 1969		
30.	A.P Excise (Arrack and Toddy licenses general Conditions) Rules 1969.		

31.	A.P Excise (Tapping of Trees and Toddy Shops-m Special Conditions of License) Rules 1969.		
32.	A.P Excise (Appeal and Revision) Rules, 1969.		
33.	A.P Excise Tree Owner's rent Rules 1968.		
34.	A.P Excise (Intimation of unwillingness to Tap the Excise Trees) Rules, 1974.		
35.	A.P Excise (Compounding of Offences) Rules, 1973.		
36.	A.P Excise (Disposal of Confiscated and other Articles) Rules.		
37.	A.P Excise (Regulation of Drawal and Sales of Neera) Rules		
38.	A.P Excise (Grant of Expences) Rule, 1971.		
39.	A.P Excise (Issue of Duplicate Licences and Permits) Rules, 1969		
40.	A.P Excise (Levy of Interest on government Dues) Rules, 1982		
41.	A.P Excise (Powers and Duties) Rules, 1972.		
42.	A.P Excise (Transportation of Maximum Quantity of Intoxicants) Rules 1972.		

	OTHER RULES		
1.	The Andhra Pradesh Chit Fund Rules, 1971.		www.registration.ap.gov.in/
2.	Andhra Pradesh Rules under The Registration Act, 1986. The Indian Stamp Rules, 1925 (As applicable in AP).		www.registration.ap.gov.in/
3.	A.P. Value added Tax Rules, 2005.		
4.	A.P. Land Reforms (Ceiling on Agricultural Holdings) Rules, 1974		www.registration.ap.gov.in/

Chapter 7

Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (MS)		Routine documents are available in this department and permanent / old documents (Old records) are available with General Administration (CRB) Deptt., for retention. The retention and distruction of records shall be regulated as per Secretariat Office Mannual. G.O.Ms. and Rts are available in www.aponline.gov.in in respect of subjects of Revenue Department.
2.	Government Order (RT)		
3.	Memo		
4.	Letter		
5.	U.O. Note		
6.	Office Order (MS)		
7.	Office Order (RT)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The department's staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat departments in General and Revenue in particular.			

Chapter 9
Boards, Councils, Committees and other Bodies Constituted as part of Public Authority

[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Revenue Department, since the business carried out in Secretariat does not directly deal for public. The policies will be decided and are placed before legislature and after that they take form into Acts. The Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring of works related to public as per the Acts and Rules. The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it does not directly deal with the public.			

Chapter 10
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
Revenue Department A.P. Secretariat, Velagapudi.	1.	Sri Dr. D. Sambasiva Rao, I.A.S.	Special Chief Secretary to Government (Revenue)	4th Building Ground floor		2444548			134
	2.	Sri V. Usha Rani, I.A.S.	Secretary to Government (Land & Endowments, DM)	4th Building Ground floor		2444552			136
	3.	Sri Ch. Subba Rao	Additional Secretary to Government	4th Building Ground floor	7997953201	2444567		-	
	4.	Sri B. Suryanarayana	Deputy Secretary to Government	4th Building Ground floor	7997953202	2444566			148
	5.	Sri N. Srinivasa Rao	Deputy Secretary to Government	4th Building Ground floor	7997953203	2444560	-	-	145
	6.	Sri P. Balamuni Sekhar	Deputy Secretary to Government	4th Building Ground floor	7997953204	2444551	-	-	155
	7.	Sri A.V. Rama Prasad	Officer on Special Duty	4th Building Ground floor	7997953205	2444565	-	-	138
	8.	Sri D.Venkateswara Rao	Officer on Special Duty	4th Building Ground floor	9949992513	2444564	-	-	146
	9.	Sri T. Pampapathi	Asst.Secretary to Government	4th Building Ground floor	9989773272	2444580	-	-	156
	10.	Sri S.Hanumantha Rao	Asst.Secretary to Government	4th Building Ground floor	7997953211	2444562	-	-	149
	11.	Sri A. Rama Krishna	Asst.Secretary to Government	4th Building Ground floor	7997953212	2444556	-	-	151
	12.	Smt.J. Nagamani Bai	Asst.Secretary to Government	4th Building Ground floor	7997953209	2444550	-	-	150
	13.	Sri P. Murali Krishna	Asst.Secretary to Government	4th Building Ground floor	7997953210	2444456	-	-	154

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	14.	Sri S. Sudhakara Reddy	Asst.Secretary to Government	4th Building Ground floor	7997953210	-	-	-	-
	15.	Smt. G. Vijaya Lakshmi	Dy.Collector & Asst.Secretary to Government	4th Building Ground floor	7997953245	2444563			153
	16.	Sri G. Nagaiah	Asst.Secretary to Government	4th Building Ground floor	7997953208	2444565			152
	17.	Sri M.Sivachandra Rao	Asst.Secretary to Government	4th Building Ground floor	9581992019	2444551			
	18.	Sri M. Upendra	Section Officer	--do--	7997953225	2444006			137
	19.	Sri D. Dhana Raju	Section Officer	--do--	7997953219	2444045			- do -
	20.	Sri G. Venkateswarlu	Section Officer	--do--	7997953220	2444014			- do -
	21.	Sri G. Satish Babu	Section Officer	--do--	7997953238	2444089			- do -
	22.	Sri P. Rama Krishna	Section Officer	--do--	7997953221	2444073			- do -
	23.	Smt.A.Vijaya Lakshmi	Section Officer	--do--	7997953218	2444420			- do -
	24.	Sri M. Pushkarudu	Section Officer	--do--	7997953227	2444084			- do -
	25.	Sri K.V. Rama Mohan	Section Officer	--do--	7997953234	2444022			- do -
	26.	Sri N. Chandra Sekhar Rao	Section Officer	--do--	7997953223	2444094			- do -
	27.	Sri R. Vijay Kishore	Section Officer	--do--	7997953224	2444078			- do -
	28.	Sri R. Subramanaya Kumar	Section Officer	--do--	7997953229	2444427			- do -
	29.	Sri M.Jai Prakash Babu	Section Officer	--do--	7997953213	2444001			- do -
	30.	Sri R. Madhu Sudhana Reddy	Section Officer	--do--	7997953216	2444039			- do -
	31.	Sri A. Balaji Kumar	Section Officer	--do--	7997953239	2444090			- do -
	32.	Sri S.E.Aravind	Section Officer	--do--	7997953228	2444422			- do -
	33.	Sri D. Bala Satyanarayana	Section Officer	--do--	7997953226	2444042			- do -
	34.	Smt. P. Surya Kumari	Section Officer	--do--	7997953243	2444047			- do -
	35.	Sri A.V. Narasimha Rao	Section Officer	--do--	7997953231	2444041			- do -
	36.	Smt. K. Lakshmi Samrajyam	Section Officer	--do--	7997953230	2444043			- do -
	37.	Sri T. Jagadish	Section Officer	--do--	7997953222	2444038			- do -
	38.	Sri.Bhavan Saheb	Section Officer	--do--	9985852933	2444000			- do -
	39.	Sri O. Gundu Rao	Section Officer	--do--	7997953235	2444032			- do -
	40.	Sri.Shaik Maseer Ahmed	Section Officer	--do--	7997953233	2444034			- do -
	41.	Sri V. Nageswara Rao	Section Officer	--do--	7997953236	2444030			- do -
	42.	Sri K.Prabhakar Rao	Section Officer	--do--	7997953240	2444074			- do -

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	43.	Sri T.Venkata Subbaiah	Section Officer	--do--	7997953232	2444010			- do -
	44.	Sri K.V.Krishnaiah	Section Officer	--do--	7997953241	2444046			- do -
	45.	Sri Gunta Venkateswarlu	Section Officer	--do--	7997953214	2444002			- do -
	46.	Sri K. Thippeswamy	Section Officer	--do--	7997953215	2444084			- do -
	47.	Sri B. Janaki Ramaiah	P.S.	--do--	7997953242	2444552			136
	48.	Sri P.Paramesh	P.S.	--do--	7997953244	2444548			134
	49.	Sri K. Shesagiri Rao	Asst. Section Officer	--do--					137
	50.	Sri R. Vineela	Asst. Section Officer	--do--					- do -
	51.	Sri P.Maheswara Rao	Asst. Section Officer	--do--					- do -
	52.	Sri G.Raghava Rao	Asst. Section Officer	--do--					- do -
	53.	Smt.B.Bharathi	Asst. Section Officer	--do--					- do -
	54.	Sri Md. Altaf Hussian	Asst. Section Officer	--do--					- do -
	55.	Sri A.Srinivasa Rao	Asst. Section Officer	--do--					- do -
	56.	Smt.M. Padmaja	Asst. Section Officer	--do--					- do -
	57.	Sri T. Srinivasa Rao	Asst. Section Officer	--do--					- do -
	58.	Smt.M.Chaitanya	Asst. Section Officer	--do--					- do -
	59.	Smt.G.Lakshmi	Asst. Section Officer	--do--					- do -
	60.	Smt.Ch. Shirisha	Asst. Section Officer	--do--					- do -
	61.	Sri K.Gautam	Asst. Section Officer	--do--					- do -
	62.	Sri Battu Raju	Asst. Section Officer	--do--					- do -
	63.	Sri Shaik Abdul Jaleel	Asst. Section Officer	--do--					- do -
	64.	Sri G.Raghu Ram	Asst. Section Officer	--do--					- do -
	65.	Smt J. Sai Leela	Asst. Section Officer	--do--					- do -
	66.	Smt P. Uma Maheswari	Asst. Section Officer	--do--					- do -
	67.	Smt A. Satyavathi	Asst. Section Officer	--do--					- do -
	68.	Sri K.Nagaraju	Asst. Section Officer	--do--					- do -
	69.	Sri K.Sankarappa	Asst. Section Officer	--do--					- do -
	70.	Sri V.V.V.Satyanarayana	Asst. Section Officer	--do--					- do -
	71.	Smt G. Vijaya Jyothi	Asst. Section Officer	--do--					- do -
	72.	Smt.V.Adi Lakshmi	Asst. Section Officer	--do--					- do -
	73.	Sri M. Ramesh	Asst. Section Officer	--do--					- do -
	74.	Sri G. Srinivasa Rao	Asst. Section Officer	--do--					- do -
	75.	Sri G. Narayana	Asst. Section Officer	--do--					- do -

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	76.	**Vacant**	Asst. Section Officer	--do--					- do -
	77.	**Vacant**	Asst. Section Officer	--do--					- do -
	78.	**Vacant**	Asst. Section Officer	--do--					- do -
	79.	**Vacant**	Asst. Section Officer	--do--					- do -
	80.	**Vacant**	Asst. Section Officer	--do--					- do -
	81.	**Vacant**	Asst. Section Officer	--do--					- do -
	82.	**Vacant**	Asst. Section Officer	--do--					- do -
	83.	**Vacant**	Asst. Section Officer	--do--					- do -
	84.	**Vacant**	Asst. Section Officer	--do--					- do -
	85.	**Vacant**	Asst. Section Officer	--do--					- do -
	86.	**Vacant**	Asst. Section Officer	--do--					- do -
	87.	**Vacant**	Asst. Section Officer	--do--					- do -
	88.	**Vacant**	Asst. Section Officer	--do--					- do -
	89.	**Vacant**	Asst. Section Officer	--do--					- do -
	90.	**Vacant**	Asst. Section Officer	--do--					- do -
	91.	**Vacant**	Asst. Section Officer	--do--					- do -
	92.	**Vacant**	Asst. Section Officer	--do--					- do -
	93.	**Vacant**	Asst. Section Officer	--do--					- do -
	94.	**Vacant**	Asst. Section Officer	--do--					- do -
	95.	**Vacant**	Asst. Section Officer	--do--					- do -
	96.	**Vacant**	Asst. Section Officer	--do--					- do -
	97.	**Vacant**	Asst. Section Officer	--do--					- do -
	98.	**Vacant**	Asst. Section Officer	--do--					- do -
	99.	**Vacant**	Asst. Section Officer	--do--					- do -
	100.	**Vacant**	Asst. Section Officer	--do--					- do -
	101.	**Vacant**	Asst. Section Officer	--do--					- do -
	102.	**Vacant**	Asst. Section Officer	--do--					- do -
	103.	**Vacant**	Asst. Section Officer	--do--					- do -
	104.	**Vacant**	Asst. Section Officer	--do--					- do -
	105.	**Vacant**	Asst. Section Officer	--do--					- do -
	106.	**Vacant**	Asst. Section Officer	--do--					- do -
	107.	**Vacant**	Asst. Section Officer	--do--					- do -
	108.	Smt. A.V.S. Aparna Bai	Special Category Steno	--do--					134

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	109.	Smt. J. Naga Veni	Special Category Steno	--do--					136
	110.	**Vacant**	Junior Stenographer	--do--					137
	111.	Sri M. Srinivasa Chary	Section Assistant Grade-I	--do--					
	112.	Sri M.G. Mallikarjuna Yadav	Section Assistant Grade-I	--do--					
	113.	Sri N. Rajendra Prasad	DR&T Asst	--do--					144
	114.	Sri A. Srinivasu	DR&T Asst						
	115.	Sri G. Raj Kumar	DR&T Asst						
	116.	Sri Farooq Ali Baig	DR&T Asst						
	117.	Sri P.Basheer	Record Assistant	--do--					137
	118.	**VACANT**	Record Assistant	--do--					- do -
	119.	**VACANT**	Driver	--do--					- do -
	120.	**Vacant**	Jamedar	--do--					- do -
	121.	VACANT	Dafedar	--do--					- do -
	122.	M.Ravinder	Dafedar	--do--					- do -
	123.	**VACANT**	Office Subordinate	--do--					- do -
	124.	**VACANT**	Office Subordinate	--do--					- do -
	125.	Sri Mohd. Akram	Office Subordinate	--do--					- do -
	126.	**VACANT**	Office Subordinate	--do--					- do -
	127.	**VACANT**	Office Subordinate	--do--					- do -
	128.	S.Yadamma	Office Subordinate	--do--					- do -
	129.	K.Ravi	Office Subordinate	--do--					- do -
	130.	Syed Khaleed	Office Subordinate	--do--					- do -
	131.	K.Vijay	Office Subordinate	--do--					- do -
	132.	M.Vijaya Laxmi	Office Subordinate	--do--					- do -
	133.	P.Rama Kanth	Office Subordinate	--do--					- do -
	134.	**Vacant**	Office Subordinate	--do--					- do -
	135.	**Vacant**	Office Subordinate	--do--					- do -

Chapter 11
Monthly Remuneration received by Officers and Employees
[Section 4 (1) (b) (x)]

Sl.No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
1.	Sri Dr. D. Sambasiva Rao, I.A.S.	Special Chief Secretary to Government (Revenue)	2,25,000.00
2.	Sri Dr. V. Usharani, I.A.S.	Secretary to Government (Land, Endts. & DM)	1,93,800.00
3.	Sri Ch. Subba Rao	Addl. Secretary to Government	87,130.00
4.	Sri B. Suryanarayana	Deputy Secretary to Government	71,510.00
5.	Sri N. Srinivasa Rao	Deputy Secretary to Government	63,010.00
6.	Sri P.Balamuni Sekhar	Deputy Secretary to Government	63,0100.00
7.	Sri A.V. Rama Prasad	Officer on Special Duty	
8.	Sri D.Venkateswara Rao	Officer on Special Duty	75,000.00
9.	Sri G. Vijaya Lakshmi	Deputy Collector & Assistant Secretary to Government	69,750.00
10.	Sri T. Pampapathi	Assistant Secretary to Government	59,890.00
11.	Sri S. Hanumantha Rao	Assistant Secretary to Government	58,330.00
12.	Sri P. Murali Krishna	Assistant Secretary to Government	67,990.00
13.	Smt.J. Nagamani Bai	Assistant Secretary to Government	59,890.00
14.	Sri M. Siva Chandra Rao	Assistant Secretary to Government	58,330.00
15.	Sri S. Sudhakara Reddy	Assistant Secretary to Government	61,450.00
16.	Sri A.Rama Krishna	Assistant Secretary to Government	69,750.00
17.	Sri G. Nagaiah	Assistant Secretary to Government	58,330.00
18.	Sri M. Upendra	Section Officer	40,270.00
19.	Sri O. Gundu Rao	Section Officer	51,23000
20.	Sri G. Satish Babu	Section Officer	40,270.00
21.	Sri D. Dhana Raju	Section Officer	40,270.00
22.	Sri R. Vijay Kishore	Section Officer	44870.00
23.	Smt A.Vijaya Lakshmi	Section Officer	48,600.00
24.	Sri R. Subramanya Kumar	Section Officer	40,270.00
25.	Sri R. Madhusudhana Reddy	Section Officer	52,590.00
26.	Sri M. Pushkarudu	Section Officer	46,060.00
27.	Sri Gangarapu Venkateswarlu	Section Officer	47,330.00
28.	Sri M.Jai Prakash Babu	Section Officer	49,870.00
29.	Smt K. Lakshmi Samrajayam	Section Officer	56,870.00
30.	Sri A. Balaji Kumar	Section Officer	48,600.00
31.	Sri S.E. Aravind	Section Officer	47,330.00
32.	Sri K.V. Rama Mohan	Section Officer	40,270.00
33.	Sri T. Venkata Subbaiah	Section Officer	56,870.00
34.	Sri A.V. Narasimha Rao	Section Officer	48,600.00
35.	Sri N. Chandra Sekhara Rao	Section Officer	51,230.00
36.	Sri T. Jagadish	Section Officer	46,060.00
37.	Smt.P. Surya Kumari	Section Officer	58,330.00
38.	Sri Shaik Maseer Ahmed	Section Officer	47,330.00
39.	Smt.D. Bala Satyanarayana	Section Officer	52,590.00
40.	Sri.V. Nageswara Rao	Section Officer	40,270.00
41.	Sri K. Prabhakar Rao	Section Officer	52,590.00
42.	Sri K.V.Krishnaiah	Section Officer	48,600.00
43.	Sri Gunta Venkateswaralu	Section Officer	48,600.00
44.	Sri Bhavan Saheb	Section Officer	51,230.00
45.	Sri K. Thippeswamy	Section Officer	40,270.00
46.	Sri P.Rama Krishna	Section Officer	48,600.00
47.	Sri B. Janaki Ramaiah	P.S.	67,990.00
48.	Sri.K. Paramesa	P.S.	39,160.00
49.	Sri K. Shesagiri Rao	Asst. Section Officer	46,040.00
50.	Sri P.Maheswara Rao	Asst. Section Officer	36,070.00
51.	Sri G.Raghava Rao	Asst. Section Officer	36,070.00
52.	Smt.B.Bharathi	Asst. Section Officer	35,120.00.00
53.	Sri R. Vineela	Asst. Section Officer	26,600.00
54.	Sri A. Srinivasa Rao	Asst. Section Officer	36,070.00
55.	Smt.M. Padmaja	Asst. Section Officer	36,070.00
56.	Sri T. Srinivasa Rao	Asst. Section Officer	32,340.00
57.	Kum.M.Chaitanya	Asst. Section Officer	36,070.00
58.	Smt.G.Lakshmi	Asst. Section Officer	36,070.00
59.	Sri G. Vijaya Jyothi	Asst. Section Officer	32,340.00
60.	Smt.Ch. Shirisha	Asst. Section Officer	41,380.00
61.	Sri Md. Altaf Hussian	Asst. Section Officer	36,070.00
62.	Sri K.Gautam	Asst. Section Officer	39,160.00
63.	Sri Battu Raju	Asst. Section Officer	34,170.00

Sl.No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
64.	Sri Shaik Abdul Jaleel	Asst. Section Officer	40,270.00
65.	Sri G.Raghu Ram	Asst. Section Officer	41,380.00.00
66.	Sri G. Narayana	Asst. Section Officer	32,340.00
67.	Smt A. Satyavathi	Asst. Section Officer	34,170.00
68.	Sri K.Nagaraju	Asst. Section Officer	29,760.00
69.	Sri K.Sankarappa	Asst. Section Officer	36,060.00
70.	Sri V.V.V.Satyanarayana	Asst. Section Officer	41,380.00
71.	Smt. J. Sai Leela	Asst. Section Officer	32,340.00
72.	Smt.V.Adi Lakshmi	Asst. Section Officer	36,070.00
73.	Sri M. Ramesh	Asst. Section Officer	41,380.00
74.	Sri G. Srinivasa Rao	Asst. Section Officer	49,870.00
75.	Smt. P. Uma Maheswari	Asst. Section Officer	26,600.00
76.	Smt.J.Nagaveni	Special Category Stenographer	46,060.00
77.	Smt.A.V.S.Aparna Bai	Special Category Stenographer	30,580.00
78.	Sri K. Srinivasa Rao	Asst. Audit Officer (CMRF)	52,590.00
79.	Sri M.Srinivasa Chary	Section Assistant Grade - I	36,070.00
80.	Sri M. G.Mallikarjuna Yadav	Section Assistant Grade - I	33,220.00
81.	Sri N.Rajendra Prasad	DR&T Asst	20,050.00
82.	Sri A. Srinivasu	DR&T Asst	29,760.00
83.	Sri G. Raj Kumar	DR&T Asst	34,170.00
84.	Sri Farooq Ali Baig	DR&T Asst	35,120.00
85.	Sri P.Basheer	Record Assistant	22,460.00
86.	M.Ravinder	Dafedar	40,270.00
87.	Sri Mohd. Akram	Office Subordinate	17,890.00
88.	S.Yadamma	Office Subordinate	36,070.00
89.	K.Ravi	Office Subordinate	32,340.00
90.	Syed Khaleed	Office Subordinate	20,050.00
91.	K.Vijay	Office Subordinate	17,890.00
92.	M.Vijaya Laxmi	Office Subordinate	17,380.00
93.	P.Rama Kanth	Office Subordinate	15,030.00

Chapter 12

Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b) (xi)]

NON-PLAN

The estimate of the amounts for expenditure in 2019-20 under non-plan in respect of the Revenue Department in Andhra Region is as follows:

(Rupees in Lakhs)

Sl. No	Department	Head of Account	B.E. 2020-21
1.	Revenue, Secretariat	2052-Secretariat General Services	

This information is available in the budget book for the financial year 2018-19 on the website:

http://www.apfinance.gov.in/budget.html

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CHAPTER-13

Section 4 (1) (b) (xii)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

NIL

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CHAPTER-14

Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

The information is available in the following website http://www.aponline.gov.in/
(Please refer to the Revenue Department link)

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CHAPTER-15

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Whichever information available with the Government in Electronic format has been hosted on the website of (http://www.aponline.gov.in). this information can be downloaded by the citizens from this website at free of cost.

In addition to the above, visitors with any problems are welcome between 3 PM TO 5 PM each day to meet any of the designated officials i.e Assistant Secretary and above category officers of Revenue Department in Secretariat, Hyderabad .

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CHAPTER-16

Section 4 (1) (b) (xvii)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

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NIL

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Chapter 17

Various subjects of the Departments have been allotted to the sections of the Departments as below:

[Section 4 (1) (b) (xvii]

Sl. No.	Name of the Section	A.S.O	Subject Allotted
1	Services-I	A.S.O-I	Service matters of Dy. Collectors in the State
		A.S.O-II	Service matters of Sp. Grade .Dy. Collectors & AJCs.
2	Services-II	A.S.O-I	All Service matters Dy. M.R.O.s The establishment of O/o the CCLA., All the matters relating to the demands of A.P Revenue Services Association. Issue of Caste Certificate by the M.R.Os
		A.S.O-II	Service matters of Class IV up to Tahsildars in the State.
3	Services-III	A.S.O-I	Service matters of all Ex-Village Assistants V.A.Os in the Andhra Area, A.P. Village Administrative Officers Service 1992 – Policy matters of creation posts of V.A.Os in A.P. State Service matters of Ex-Village Assistants /Village Servants/VAO/VRO in the State.
		A.S.O-II	Service matters relating to Employees of Survey & Settlement – Gazetted Non-Gazetted Officers of Survey & Land Records Dept.,
4	Vigilance-I	A.S.O-I	All Disciplinary Cases & ACB Cases of all Deputy Collectors & Spl.Grade Dy. Collectors and AJC in 9 Coastal Districts.
		A.S.O-II	All Disciplinary & ACB Cases of all Deputy Collectors in 4 Rayalaseema Districts. And all Disciplinary ACB Cases of Survey & Settlements.
5	Vigilance-II	A.S.O-I	All Disciplinary Cases & All Criminal / Corruption (ACB, CID, V&E) Cases, disciplinary cases in respect of all employees from Attender to Additional I.G. including retired employees of Registration & Stamps Department from Srikakulam to Guntur Districts (7 Districts).
		ASO-2	All Disciplinary Cases & All Criminal / Corruption (ACB, CID, V&E) Cases, disciplinary cases in respect of all employees from Attender to Additional I.G. including retired employees of Registration & Stamps Department of 6 Districts i.e.Prakasam, Nellore&Rayalaseema Districts.
		A.S.O-3	All Disciplinary & ACB Cases Commercial Taxes of all Gezetted Officers, Non-Gazetted Officers and Office Procedures (Revenue Secretariat).
6	Vigilance-III	A.S.O-I	All Disciplinary Cases & ACB Cases relating to matters of MRIs /Sr.Assistants / Jr.Assistants / Village Revenue Officers.
		A.S.O-II	All Disciplinary Cases & ACB Cases of all Tahsildars relating to all Districts & of All Deputy Tahsildars
7	Vigilance-IV	ASO-I	All Disciplinary Cases & ACB Cases of Endowments.
		ASo-2	All Disciplinary Cases & ACB Cases of Excise relating to non-gazetted, gazetted and All Disciplinary/ACB Cases.
8	Assignment-I	A.S.O-I	All Policy matters pertaining to Assignment/ Encroachments, Land Committee Headed by Sri Koneru Ranga Rao. Policy matters relating to encroachments and Assignment policy.. Assignment of lands of Vizianagaram District
		A.S.O.II	Policy matters relating to encroachments and Assignment policy.. Assignment of lands of Srikakulam District and other general matters pertaining to all districts (for consolidation) Rajiv Swagruha, Gruhakalpa etc.
9	Assignment-II	A.S.O.-I	Assignment of lands of Viskhapatnam District
		A.S.O.II	Assignment of lands relating to and West & East Godavari Districts
10	Assignment-III	A.S.O.-I	Assignment of lands relating to Krishna District
		A.S.O.II	Assignment of lands relating to Prakasam & Nellore Districts
11	Assignment.IV	ASO-I	Assignment of lands relating to Guntur District.
12	Assignment-V	ASO-I	Assignment of lands relating to Kurnool, Anantapur Districts
		ASO-II	Assignment of lands relating to YSR Kadapa and Chittoor Districts
13	OP.I	A.S.O.-I	All Service matters of Section Officers, Asst. Secretaries and Dy. Secretaries (Non-Cadre) Medical Reimbursement of Retd Employees of Revenue Department
		ASO.-II	Service matters of Asst. Section Officers, TCAs, DR & T Assistants, Stenos and Section Assistants, Loans and advances of staff etc. Out Sourcing Agencies and other miscellaneous.
14	OP.II	A.S.O.I	All matters relating to pay bills/ contingencies bills of Gazetted and Non –Gazetted Officers
		A.S.O.II	Service matters of Class-IV employees – purchase of Stationery, Stores–allotment of funds to HODs for HBA etc., Misc., Arrangements of Attenders and Drivers etc.,

Sl. No.	Name of the Section	A.S.O	Subject Allotted
15	P&C & IOC	*A.S.O.I*	*CMPs – P.A.C references and Legislative matters–chasing cell and computer work.Miscellaneous–Coordination work including Collectors conference.*
		A.S.O.II	Receiving and Dispatching of Currents, letters, representations etc. of RTI ACT and consolidation work
16	Land acquisition	A.S.O.-I	Land Acquisition matters relating to coastal Andhra Policy matter relating to Land Acquisition Act & Rules L.A DN &DD Proposals related to Revenue Department.
		A.S.O.II	Land Acquisition matters relating to Rayalaseema Districts; Policy matter relating to Land Acquisition Act & Rules L.A DN &DD proposals Issue of Trees-Pattas Scheme-Eyacues Property Act; Izra and Kowly land Act & Miscellaneous.
17	Estate (Jagir) Administration & ACT &Rules	A.S.O.-I	A.P(AA) Enam Abolition Act, 1956 – A.P. Muttas Abolition, Regulations 1969 – A.P. Land Transfers Regulations 1959 – A.P. Scheduled Areas – Ryotwari Settlement Regulation 1970 A.P. Estates Abolition (conversion into Ryotwari) Act, 1948) Jagir Abolition Regulation, 1538 – Fasli Ativat Enquiries Act and Rules, 1952. Abolition of Cash Grants Act, 1959.
		A.S.O.-II	All matters pertaining to A.P. Land Grabbing (prohi) Act – Special Court & spl. Tribunal at District level and Spl. Staff in the O/o. CLR &Collectors., Visakhapatnam, Krishna, Guntur, Land Encroachment Act – Disturbed Areas Act and Rules & All lands disputes arising on the above subjects in so far it relates to Act & Rules. All Matters Pertaining To Record Of Right Such As Amendments To Act& Rules- Introduction Of Bills-Budget Allotment And Matters Relating To Continuance Of Staff Under The Schemes- All matters relating to the Forest Settlement Officers, Inter state boards disputes.
18	Dist. Administration &Land Rev. & Freedom Fighters	A.S.O-I	District Administration– Temporary Staff Continuation – Telephones – Motor Vehicles – Stationary Etc., Budget release under 2053 – District Administration Guest Houses under Rev.Dept– Construction of integrated office complex at District/ Division/ Mandal level. Jurisdiction of Mandals, Divisions and all Districts in the state and also change of boundaries etc., under A.P.Dist.Formation Act,1974, implementation of A.P.Tahsildars and Dy.Tahsildars (Construction of reference) Act, 1985. All Freedom Fighters Pension cases of State Govt., as well as Central Govt., of entire State
		A.S.O-II	Non-Agriculture Land Assessment–(Record of Rights)Embezzelement of Govt.Money–Water cess–Collection of Water Rates Drainages Cess – Drainage maintenance fee – irrigation Enhancement of water rates. Collection of L.R Loans-L.R Records, Revenue Recovery Act, Accounts Committee-Demand No. V. -Village Accounts- Natural calamities cyclone. Exemption of Land Revenue.
19	C.M.R.F. & FWC, weavers support package	A.S.O.I,	CMRF–Receiving of orders of Hon'ble C.M. in Shape of CMPs about sanction of Financial Assistants for med.treatment in recognized hospitals-Release of Ex-gratia through Dist.Collectors Registration of CMPs in permanent register and recording of updated entries about issue of LOAs/Cheques etc.-Preparation of LOAs and issue to respective hospitals – Drafting of Memos to Collectors for release of Ex-gratia/Financial Assistance and further action thereon Maintenance of PR and various Stock Files&Custodian of all pending files and Disposals.
		ASO-II	Farmer Welfare Cell – Reimbursement of financial assistance to 13 Districts in the State under G.O.Ms.No.421, Revenue (DA.II) Dept., dt.01.06.2004 to the families of farmer who committed suicides due to Agrarain reasons
			Relief- Suicidal deaths of weavers – Special Package to support families – Economic support and rehabilitation package to the family of deceased weavers on par with the farmers orders.
20	Excise-I	A.S.O.-I	Gazetted & Non-gazetted Establishment of A.P. Excise service and Misc. matters. A.P.Excise Service Rules. Non-Gazetted Estt., of Excise sub-ordinate services – Last Grade and Ministerial services of Excise Dept.,
		A.S.O.-II	All non-service matters relating to commissioner of Prohibition and Excise- Revision petition of Retail outlets of IL-24 shops-I.D. liquor/Cultivation of Ganza cases – Confiscation of Vehicles.

Sl. No.	Name of the Section	A.S.O	Subject Allotted
21	Excise-II	A.S.O.I	Toddy Shops of the entire State – Excise Policy – Matters relating to A.P.G.P.S.A.Ss Act and rules relating to lease of Toddy and Arrack shops – Sanction of Exgratia payment to the tappers – Matters relating to Excise Arrears. Distilleries and Breweries –IL-17 Licenses.
		A.S.O.II	Arrack shops of entire State – Public Accounts Committee matters – Budget – Review on Excise collections – Service matters relating to A.P.B.C.L. and Misce., matters.
22	Registration-I	A.S.O.-I	Service matters relating to Registration sub-ordinates services – All non-Gazetted services Budget relating to the Regn. Dept., and Registration Act, 1908 and Rules.
		A.S.O.II	Gazetted service matters of the Regn. & Stamps Dept., - Matters relating to Indian Stamps Act, 1899
23	Registration II	A.S.O.I	Notaries Act – Sanction of temporary staff and continuation proposals – Exemption of stamp duty.- appointment of Notaries, Societies Registration, Chit Fund Act.
		ASO-II	Draft Audit paras – PAC reports–Cases relating to Buildings of Regn., Dept., Estt., matters of document writers and class-IV Employees and matters relating to Stamp Vendors – Estt., matters of Temp. Section Writers Stamp Vendors
24	Commercial Taxes-I	ASO-I	APCT service Rules & subordinate service Rules – State Rules – Service matters of ACTO, C.T.Os & above, and also DCTOs. & all matters related to PAC – Draft Audit paras (CAG).
		ASO-II	All Administrative matters of CT Dept., Rents/ Vehicles/ Check posts – Budget. A.P. Ministerial Service matters i.e., Ministerial establishment in the Office of the CCT/State and Subordinate Officers together with the class-IV Estt
25	Commercial Taxes-II	ASO-I	APGST Act, 1957 – Representation for exemption/ reduction of the rate of tax under the act – Proposals for amendments in Act. Entry tax Act & Allied matters– General correspondence under APGST-LAQ – SNQ under APGST.
		ASO.II	Evation of Tax under APGST Act – Writ petitions connected with APGST & APET Acts – Central Sales Tax – Capitation Tax – Horse Racing & Betting & Misc. matters – The A.P. entertainments Tax Act, 1939 – The A.P. Tax on profession Act, 1987 – The A.P. Tax on Luxuries in Hostels & Lodging House Act, 1987 – Review of DCBs – Miscellaneous.
26	Endowments-I	ASO-I	Service of Gazetted and Non-Gazetted Officers and E.Os of Endowments Dept., including Estt. of Commissioner of Endowments Office (other than ACB cases)
		ASO-II	Service matters of Executive Officers Grade-I to V – Acts & Rules and Amendments of A.P. Charitable & Hindu Religious Institutions and Endowments Act 30/87 except Chapter relating to TTD, PAC Audit Budget and Misce., matters
27	Endowments-II	ASO-I	Temple Administration of Srikakulam, Visakhapatnam, Vijayanagaram, East Godavari, West Godavari, Krishna Guntur Districts and Misc., matters.
		A.S.O-II	Temple Administration of Rayalaseema Districts and Nellore & Prakasam District & General matters and C.G.F.
28	Endowments-III	A.S.O-I	T.T.D Establishment- Budget –Sanction of Medical Reimbursement – Land Acquisition –Fares & Festivals- Constructions of Kalyana Mandapams- Appeal under Act No.30/87- Misc., Amendment.
		A.S.O-II	T.T.D Establishment- Temporary Establishment –Creation of posts and other allied service matters-Suits- Policy matters.
29	U.L.C & Land Reforms	A.S.O-I	Policy matters under U.L (C&R) Act 1976- cases relating to Vijayawada Urban Agglomeration –Establishment matters of Officers at, Vijayawada, Guntur and Vishakapatnam under Urban Land Ceiling – Legislation work relating to U.L.C Exemption applications relating to Industrial Lands in Vijayawada, Vishakhapatnam, Guntur Agglomerations.
		A.S.O-II	Cases relating to Vishakhapatnam and Guntur urban agglomeration-Allotment of excess vacant land acquired under ULC in the five agglomerations- Land Acquisition cases connected with excess vacant land in the five Urban Agglomerations. Implementation of the A.P.L.R. (COACH) Act, 1973 including related court cases pertaining to Andhra Pradesh and Rayalaseema Region